Reason for Submission	POSITION DESCRIPTION (Please Read Instructions on the Back)								1. Agency Position No. 1			
										6. OPM Certification No.		
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Supervisor or Initiating Office Admir	nistrative 7	Technician				GS	303	5				
6. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacancy, specify)						
8. Department Agency or	Establishmen	it			C. Third St	bdivision					-	
18. Department, Agency, or Establishment Department of Health and Human Services						c. Third Subdivision Office of the Director						
. First Subdivision					d. Fourth S	Subdivision						
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19. Employee Review-This is an accurate description of the major						Employee (o)	otional)					
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STATEMENT OF DIFFERENCES

The duties and responsibilities of this position are essentially the same as those at the full performance level. However, the incumbent is under closer supervision and receives more detailed instructions. As the incumbent progresses, the amount of supervision will gradually be reduced.

FACTORS

Factor 1-3; Knowledge Required by the Position

Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems.

Factor 2-2; Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3-2; Guidelines

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.